



# Data Capture Form

〈 Individual Buy To Let 〉



**Foundation**  
Home Loans

## Application number

Application number

Product

Application fee

Valuation fee

Arrangement fee (if applicable) Add  Deduct

## Introducing broker

FCA number

Contact name

Company name

## Company Address

Building/House name

Number

Street

District

Town

County

Telephone number

Email

Network/Club

Is this case introduced on behalf of a Customer Facing Broker/Advisor? Yes  No

On what basis was this mortgage arranged?	Advised	Non-Advised
	Face to face	Non Face to Face

Advice or information provided by

## Customer Facing Broker/Advisor

FCA number

Contact name

Company name

## Company Address

Post code

Telephone number

Email

Broker advice fee

Packager fee

## Applicant 1

Title

First name

Middle name(s)

Surname

Previous name(s)

Gender  Male  Female

Date of birth

Marital status

### Additional Information

Home telephone

Work telephone

Mobile

Nationality

Email

NI. Number

Consent for Direct Marketing? Yes  No

Does the applicant have indefinite right to remain in the UK? Yes  No

Does the applicant hold any level of diplomatic immunity? Yes  No

Is the applicant subject to criminal or court proceedings? Yes  No

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act (1974)? Yes  No

Current address

Post code

Country

### Date moved to this address

If applicant has lived at present address for less than 3 years, please provide previous details including dates for 3 years

### Bank Details (Personal Account)

Bank name

Account number  Sort code

Account holder name  Account held for  Years

Do you want to use personal account details for the Direct Debit? Yes  No

### Direct Debit Details

Name of account holder

Account number  Sort code

Name and address off bank/building society

## Applicant 2

Title

First name

Middle name(s)

Surname

Previous name(s)

Gender  Male  Female

Date of birth

Marital status

### Additional Information

Home telephone

Work telephone

Mobile

Nationality

Email

NI. Number

Consent for Direct Marketing? Yes  No

Does the applicant have indefinite right to remain in the UK? Yes  No

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Do you want to use personal account details for the Direct Debit? Yes  No

### Direct Debit Details

Name of account holder

Account number  Sort code

Name and address off bank/building society

### Employment - Applicant 1

**Employment status** **Employed**  *Tick*

Occupation

Date current employment commenced

Is the position permanent? Yes  No

Annual basic gross salary £

Employer's name

Telephone number

Percentage shareholding

Post code

Building/House name

Number

Street

District

Town

County

**Employment status** **Self Employed**  *Tick*

Name of business

Nature of business

What is your shareholding?

How long has this been owned by the applicant?

Date business started

On what basis does applicant trade? Sole Trader  Partner  Ltd. Co.

Limited company registration number

Financial year end

Share of net profit  Year only  Tax Reference Number (UTR)

(Including any remuneration)

**Does the applicant have income from any other sources?**

Yes  No

**If Yes**

Source	<input type="text"/>
Amount	<input type="text"/>
Frequency	<input type="text"/>

### Employment - Applicant 2

**Employment status** **Employed**  *Tick*

Occupation

Date current employment commenced

Is the position permanent? Yes  No

Annual basic gross salary £

Employer's name

Telephone number

Percentage shareholding

Post code

Building/House name

Number

Street

District

Town

County

**Employment status** **Self Employed**  *Tick*

Name of business

Nature of business

What is your shareholding?

How long has this been owned by the applicant?

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(Including any remuneration)

**Does the applicant have income from any other sources?**

Yes  No

**If Yes**

Source	<input type="text"/>
Amount	<input type="text"/>
Frequency	<input type="text"/>

## Mortgage

Product

Purchase price or estimated value £

Mortgage type Purchase  Remortgage

Fee payment options Capitalise  Deduct

### If Purchase

Is Applicant 1 a First Time Buyer? Yes  No

Source of deposit

Is the applicant in receipt of any discount, incentives, builder or vendor deposit? Yes  No

Amount £

Please provide full details

### If Remortgage

Is this currently a Buy to Let? Yes  No

Original date of purchase

Original purchase price £

Purpose of any additional borrowing

Is the property unencumbered Yes  No

### If No

Current monthly payment £

Outstanding balance £

Current lender details

Date this mortgage started

## Repayment option

Interest only £

Repayment vehicle

Capital repayment £

Term required (in years)

Estimated or current monthly rental £

Part & Part

Is primary applicant a First Time Landlord? Yes  No

Is primary applicant an owner occupier? Yes  No

## Property

Post code  Building / House name

Number  Street

District

Town

County

Property location

Property type

Occupancy type

Is there a garage? Yes  No

Is there a parking space? Yes  No

Grade 1 listed property? Yes  No

Number of bedrooms

Year built

### If Multi Unit

Number of self-contained units

Description of units

### If Flat

Studio Yes  No  No. of floors in block

No. of flats in block  What floor is the flat on?

Property Type

Is there a lift? Yes  No

Is the property of standard construction? Yes  No

### If No (please specify type of construction)

Property Tenure

Unexpired lease term in years

Has the property ever been owned by a local authority, the MoD or a housing association? Yes  No

Does the applicant own any land or access roads adjacent to the property? Yes  No

**Continued...**

Is the property above, adjoining or adjacent to commercial premises? Yes  No

**If Yes (please give details)**

Does the applicant own any land or access roads adjacent to the property? Yes  No

**If Yes to any of the above (please give details)**

Proposed or current tenancy agreement

 AST  Corporate let  Other

Details of who to call to arrange the valuation of the property

Total number of mortgaged BTL properties within the portfolio, including this application and any other applications in progress

Number of properties (including purchases in progress) in security property postcode

Total portfolio property value excluding current application  £

Total portfolio loan balance excluding current application  £

Total portfolio rental income excluding current application  £

### Solicitor

#### Single Household applications

We will accept dual legal representation on all Single Household applications subject to your Solicitor being able to meet the following:

- Registered on the Law Society website
- Member of the Law Society's Conveyancing Quality Scheme
- Minimum of 3 SRA registered managers

Name of firm

Solicitor acting

Post code

Building / House name

Number

Street

District

Town

County

Telephone number

Mobile number

Mobile number

### HMO / Multi-Unit applications

Regarding **HMO / Multi-Unit** applications, Foundation Home Loans has a controlled panel of solicitors who are able to act for both the lender and the applicant in respect of the conveyance. All fees and charges will need to be agreed on an individual basis, under their own terms of engagement and require payment by the applicant at or before completion of the loan. The applicant should make contact and confirm instructions, prior to submission of the mortgage application.

If the applicant wishes to instruct their own firm of solicitors, they may do so, the lender will require the applicant to select one of their panel solicitors to act on their behalf in respect of the conveyance. The fees applicable will be chargeable and require payment by the applicant at or on completion of the loan.

#### Panel Solicitor

Please select one of the below solicitors to act for the lender

 TWM Solicitors LLP  TLT LLP

#### Own Firm

Name of firm

Solicitor acting

Post code

Building / House name

Number

Street

District

Town

County

Telephone number

Mobile number

Mobile number

### Appendix

#### Identification and Verification

Details of verification: Please confirm what documentation you have seen to confirm the identification of the applicant(s). Please note that a driving license may be used as evidence for address OR identity, but not both. Copy documents certified by the customer facing intermediary as true copies of the originals are acceptable.

The intermediary must be either directly authorised by the Financial Conduct Authority (FCA), or a appointed representative of an authorised firm. It must be possible to identify the person certifying the copy. Where a document bears a photograph, the certification should include a statement that it bears a good likeness to the applicant. Each document must be signed and dated.

A single document in joint names e.g. a joint bank statement, may not be used as proof of ID/Residency for both applicants in joint applications. Separate documents are required for each party to the mortgage.